# CHAPTER 2

## ANNEX 1

Revised Guidelines for Prepayment Review of Travel Claims
Travel Reengineering Test Sites and DTS-Limited Level 1

A. General. The following paragraphs describe a simple yet effective manner for supporting activities to review travel claims forwarded by travel reengineering test sites at the final stage prior to payment or settlement of the claim.

B. Preparing to Select Claims for Review. During the initial stages of site reviews, the tested population will be generally small, i. e., 50 or fewer claims per month. Most likely, all claims will be reviewed during this initial stage. However, as the test process expands and the population of claims increase, it will be necessary to randomly select claims for review. Only categories of claims valued at less than $2,500 are subject to review through random selection processes. All other claims will be reviewed in the prepayment phase, as mandated by current regulatory requirements.

C. Selecting the Sample of Claims for Review. A qualified statistician should be consulted with regard to the appropriate sample design. Generally, any sampling plan should consider critical factors, such as acceptable levels of probability, sampling precision, past or anticipated occurrence rates and trends, and volume of records processed. When appropriate, stratified sampling plans should be implemented. Random samples of claims will be generated from the automated computational systems where available.

D. Conducting the Review. Next, conduct the prepayment review of travel claims using the a checklist which considers accuracy of computation and correct application of various travel entitlements, using JTR or JFTR, Appendix 0 as a baseline. The checklist should be designed in such a fashion to allow automated tracking of individually reviewed claims and statistical summary data of categorized discrepancies to allow sufficient explanation to assist activities in resolving common travel errors and preventing their recurrence.